
21.7.2023

Golli – Instruction for use

Release	Date of Change	Changed by	Summary of Change
2.0	25.5.2022	Anu Lahdenperä	Changes on linking the order to a shipment 6.1, 6.2 and 6.3
2.1	21.7.2023	Anu Lahdenperä	Added: 3.5 Product Categories added Updated: 3.6 Edit and delete products Added: 7 Invoicing

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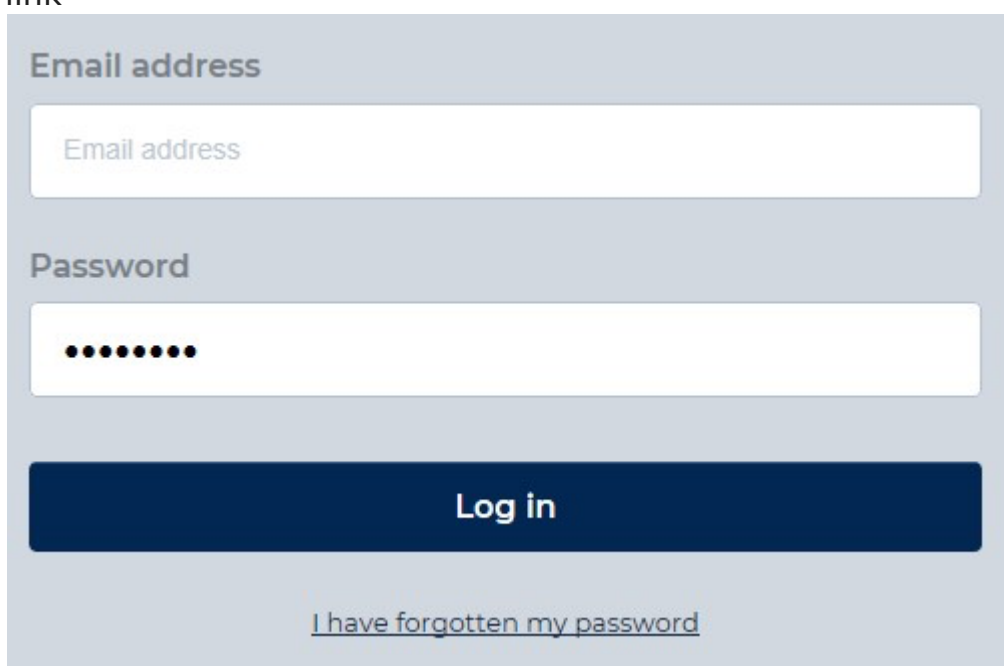
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1 Overview

1.1 Login to Golli

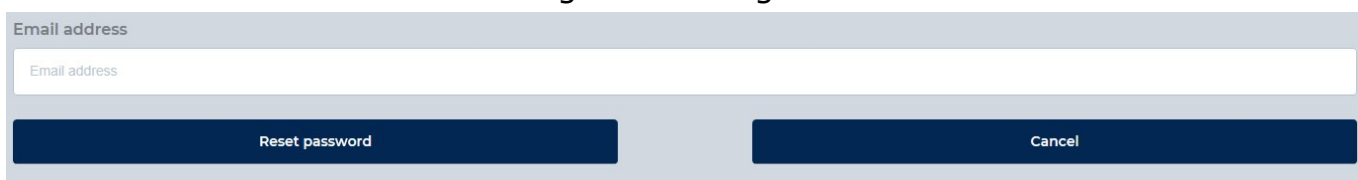
Go to Golli service at www.golli.fi. The username must be activated first time.

- The company's first username is the administrator's e-mail address.
- The password is activated by clicking on the "I have forgotten my password" link



The login form is a light blue rectangular box. It contains two input fields: 'Email address' and 'Password'. The 'Email address' field is a white rectangle with the text 'Email address' inside. The 'Password' field is a white rectangle with ten black dots inside. Below these fields is a dark blue button with the text 'Log in' in white. At the bottom of the form is a blue link that says 'I have forgotten my password'.

- In the Email Address field, enter the email address whose password is activated
- Click "Reset Password". Golli will send a link to email. The link must be used within 10 minutes of receiving the message.

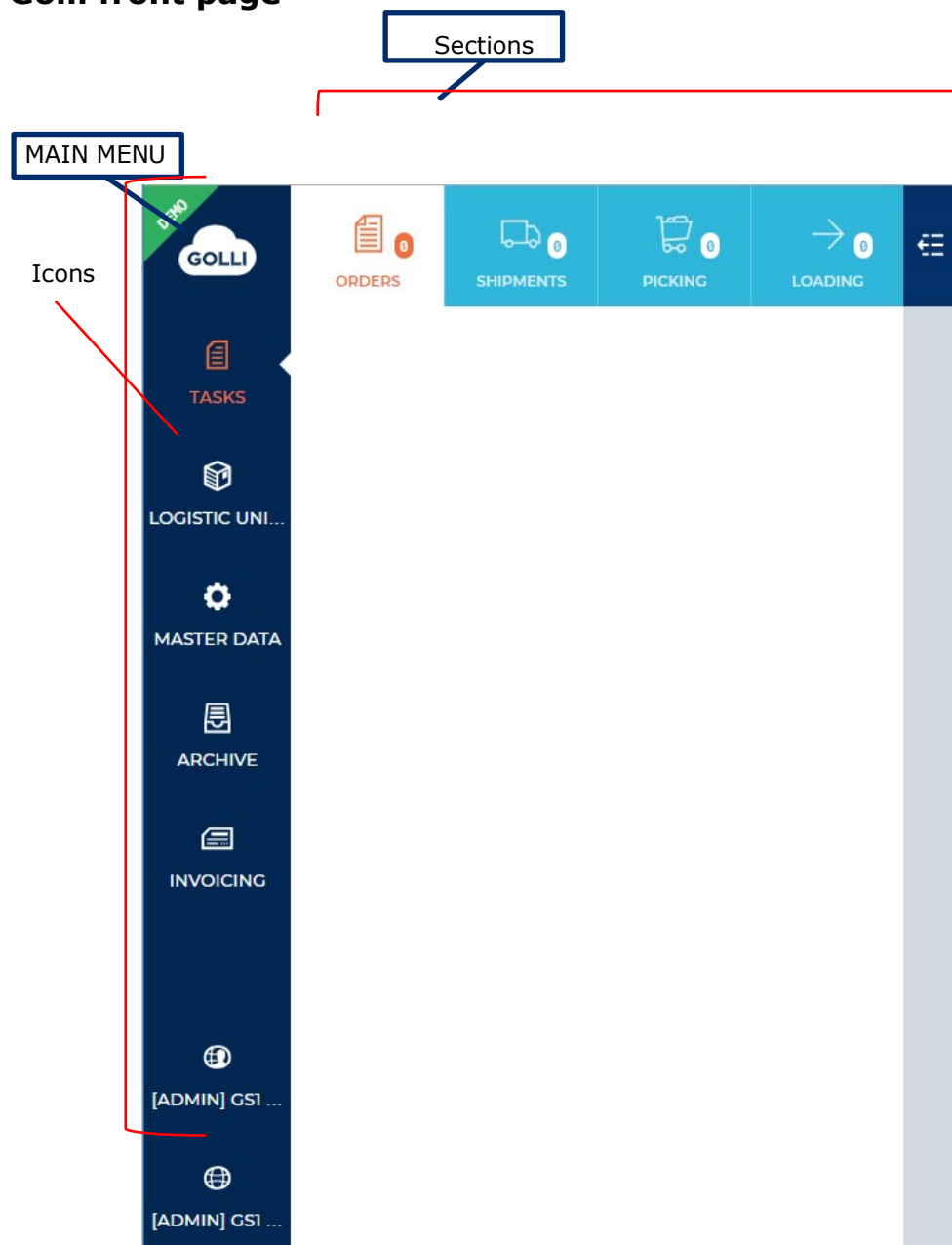


The reset password form is a light blue rectangular box. It contains one input field: 'Email address'. The field is a white rectangle with the text 'Email address' inside. Below the field are two dark blue buttons: 'Reset password' and 'Cancel'.

- Change the password. The password can later be changed from user settings.
- As described above, you can also set a new password if you have forgotten your existing password.

1.2 Structure and functions at Golli User Interface

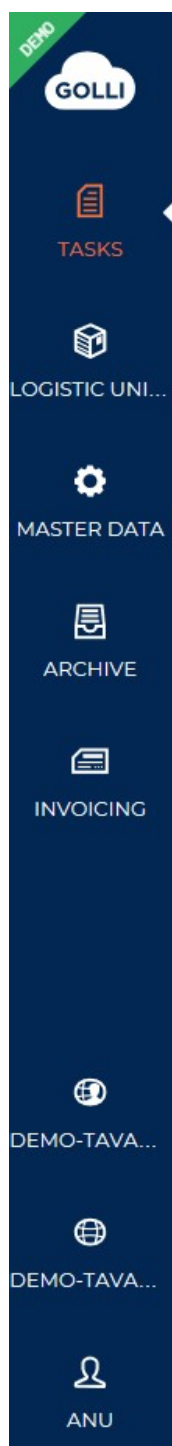
Golli front page



- On the left side Main menu
- Sections are in top row

The active section is white and the other sections in blue.

1.2.1 Main menu



The main menu displays the icons that are allowed for the user ID. For example, MASTER DATA is only visible to the Organization admin.

TASKS – Browse, handle, collect and send orders

LOGISTIC UNITS – Create logistic units in advance to increase handling efficiency

MASTER DATA – Manage master data and shipping information

ARCHIVE – List of orders, deliveries and invoices exported to the archive

INVOICING – Send and manage invoices

ORGANIZATION – Manage organizations users and settings

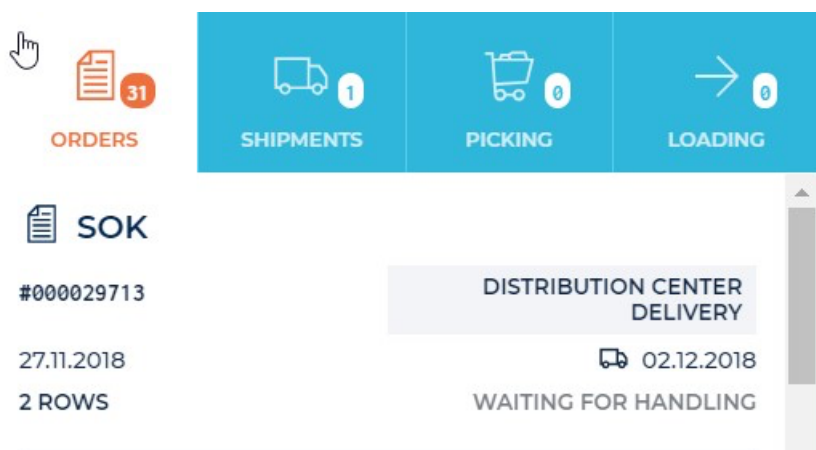
USER SETTINGS – Manage user details


1.2.2. Sections




Content of the sections depends on the selection on the main menu. For example the TASKS-icon opens sections ORDERS, SHIPMENTS, PICKING and LOADING

In the example picture the ORDERS-section has 31 orders. The number of orders is in the icon and orders are listed in the side panel.



 Icon closes the side panel

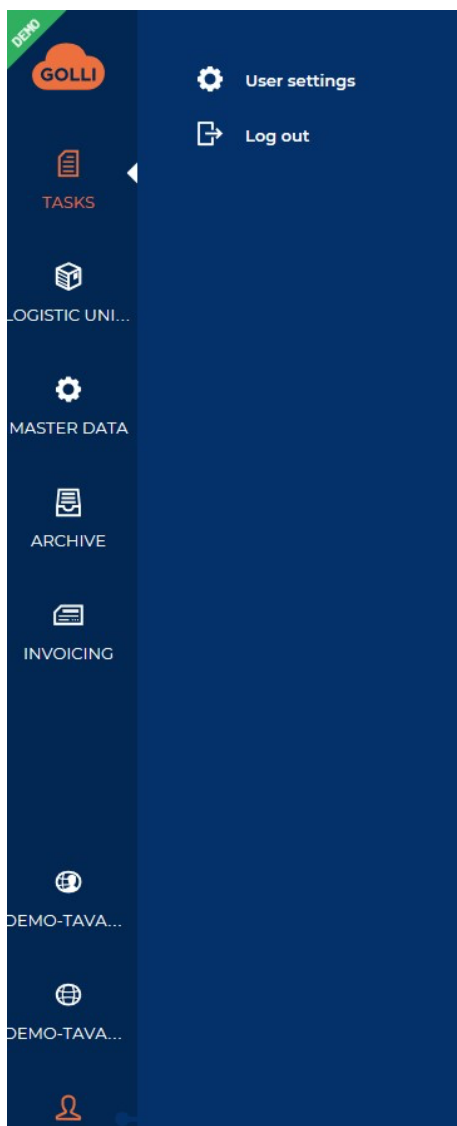
 Icon opens the side panel

2 Organisation and user settings

2.1 User settings

Open user settings by clicking organization icon in side panel and choose user settings.

In user settings the user can edit user data and change. Access rights can only be modified by the Organization admin.



User settings- Edit user data

Log out – Log out from Golli-service

User information

FIRST NAME*

Anu

LAST NAME*

Lehtenperä

EMAIL*

anu.lehtenpera@gst.fi

LANGUAGE*

English

EMAIL NOTIFICATIONS

☐

Order received

UPDATE INFORMATION

Password

CURRENT PASSWORD*

NEW PASSWORD*

CONFIRM NEW PASSWORD*

UPDATE PASSWORD

User information shows person who is logged in and users email address

LANGUAGE determines language used in interface English / Finnish

EMAIL NOTIFICATIONS when active "order received" Golli sends notification of new order to users email.

UPDATE INFORMATION save updated data

Password change the password

Save new password by clicking UPDATE PASSWORD.

2.2 Adding new users

New users can be created by clicking organization icon and choosing "users".
Access rights can only be modified by the Organization admin.



2.2.1 Add user

New users can be created by clicking the organization icon and choosing the USERS section.

FIRST NAME and LAST NAME Fill in users name in this boxes

EMAIL Fill in user email in this box

LANGUAGE Determines language used in interface
English / Finnish

ROLES Choose the necessary role for the new user

Save added user by clicking "ADD USER"

2.2.2 Edit user data

The organization admin can edit user data by clicking ORGANIZATION icon.

Edit user

X REMOVE

FIRST NAME*

Required information is missing.

LAST NAME*

Required information is missing.

Required information is missing.

LANGUAGE*

Finnish >

ROLES

☐ Order handler

☐ Order picker

☐ Order loader

☐ Invoicing

☒ Organization admin

☐ System admin

EMAIL NOTIFICATIONS

☐ Order received

UPDATE USER

Changes can be saved by clicking UPDATE USER

2.3 Edit organisation data

The organization admin can edit user data by clicking ORGANIZATION icon.

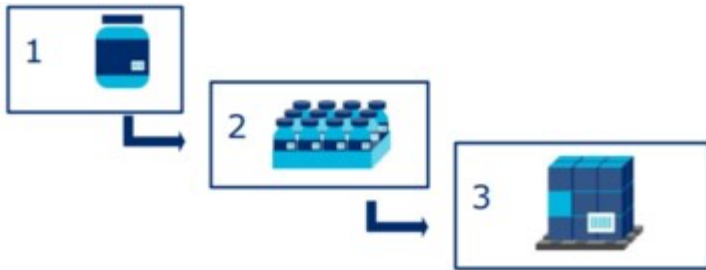
The screenshot shows a web interface for editing organization data. On the left is a dark blue sidebar with icons for 'ARCHIVE', 'INVOICING', and 'ORGANIZATION' (highlighted). Below the icons are two user profile entries, each with '[ADMIN] GSI ...' and a circular icon. The main content area is titled 'Contact and invoice information' and contains a form with the following fields:

Contact and invoice information	
PHONE NUMBER	EMAIL
-	-
STREET ADDRESS	CITY
-	-
RESIDENCE	POSTAL ADDRESS
-	-
COUNTRY CODE	ACCOUNT NUMBER IN IBAN FORMAT
-	-
BIC-CODE	ADDITIONAL INFORMATION
-	-

A 'MODIFY' button is located in the top right corner of the form area.

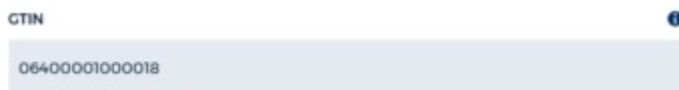
3 MASTER DATA: Products

3.1 Product master data in Golli



Product GTIN's and information about the measurements and despatch units are required for picking shipments in Golli. With proper basic information, picking is quick and easy, and despatch advice messages are formed correctly.

This guide explains how to save your product information to Golli.



Guidelines for entering data to individual fields can also be found in the Golli system. The help texts can be displayed by clicking the info icon next to the field.

In Golli's master data you can specify:

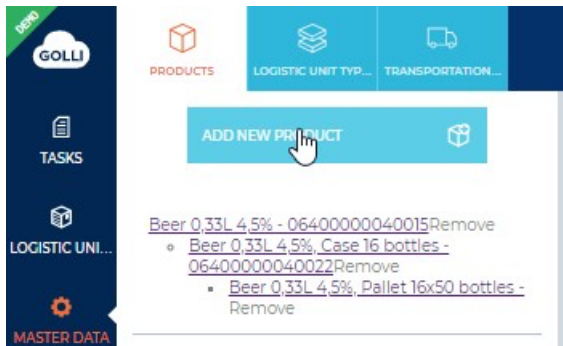
- Base unit and all packaging hierarchy levels (sales units, despatch units)
- Measurements of the products (e.g. weight and height of the pallet). The data is transferred to the recipients by transport order and despatch advice message
- Which packaging hierarchy level(s) can be used in picking

- What information about the product/batch must be reported in picking (e.g. best before date or batch number)

Product hierarchies are always added starting from the base unit. After you have saved the base unit, you can add new product levels (e.g. sales units and pallets).

3.2 Add a new base unit

Adding a new product and product hierarchy begins from the base unit. Click the ADD NEW PRODUCT icon.



Guides for entering data to individual fields can be found in the Golli system. The help texts can be displayed by clicking the info icon next to the field.

Add new product

Required fields marked with (*)

PRODUCT NAME*

GTIN

VARIABLE MEASURE PRODUCT

☐ Yes

COMMON.COMMAND.BASEPRODUCTCOMMAND.NETWEIGHT

WEIGHT (KG)

PICKING UNIT

☐ Yes

COUNTRY OF ORIGIN

TAX PERCENTAGE (VAT %)

INFORMATION REQUIRED FOR PICKING

☐ Production date

☐ Packing date

☐ Best before date

☐ Expiration date

☐ Country of origin

☐ Batch number

ADD PRODUCT

Save by clicking ADD PRODUCT button.

After saving the product can be found in MASTER DATA



[Olut IPA - 06400000040039](#)

3.3 Add a new sales unit

Adding a new sales unit is started by clicking on the base unit for which you want to create a sales unit. Below the product information is the button ADD NEW PRODUCT LEVEL that you can click to create a sales unit for the base unit.



Guides for entering data to individual fields can be found in the Golli system. The help texts can be displayed by clicking the info icon next to the field.

 Add new product level

Required fields marked with (*)


PRODUCT NAME*	
<input type="text"/>	
GTIN	
<input type="text"/>	
QUANTITY (PCE)*	
<input type="text"/>	
WEIGHT (KG)	
<input type="text"/>	
PICKING UNIT	
<input type="checkbox"/> Yes	
LOGISTIC UNIT	
<input type="checkbox"/> Yes	
<input type="button" value="ADD PRODUCT"/>	

3.4 Add a new pallet


Adding a new pallet is started by clicking on the base unit or the sales unit for which the pallet is to be created. Below the product information is the button ADD NEW PRODUCT LEVEL that you can click to create a pallet for the product.





Guides for entering data to individual fields can be found in the Golli system. The help texts can be displayed by clicking the info icon next to the field.


 Add new product level


Required fields marked with (*)

PRODUCT NAME* 


CTIN 

QUANTITY (PCE)* 

WEIGHT (KG) 

PICKING UNIT 

☐ Yes

LOGISTIC UNIT 

☐ Yes

ADD PRODUCT

When handling distribution center delivery PICKING UNIT and LOGISTIC UNIT is useful to be selected only in pallet level, this will speed up the order processing.

3.5 Product Categories

Products can be grouped into self-created categories. Categories can make it easier to browse, view and manage products in Golli. The categories do not affect the processing of orders or deliveries, and information about the category is not visible to the customer in messages or printouts. One product can be attached to several categories.

Creating a category is started in product management from the link Categories at the top of the list view. Click the ADD NEW CATEGORY button, write the name and save. The category name can be letters, numbers or special characters.

ADD NEW CATEGORY

2023 NEW PRODUCTS

DELETEEDIT

Created categories can also be edited or deleted.

Created categories appear both when creating new products and when editing old products. The desired categories are selected for each product on the product page.

Add new product

Required fields marked with (*)

PRODUCT NAME*

CTN*

VARIABLE MEASURE PRODUCT

☐ Yes

NET WEIGHT (KG)

WEIGHT (KG)

PICKING UNIT

☐ Yes

COUNTRY OF ORIGIN

TAX PERCENTAGE (VAT %)

INFORMATION REQUIRED FOR PICKING

☐ Production date

☐ Picking date

☐ Best before date

☐ Expiration date

☐ Country of origin

☐ Batch number

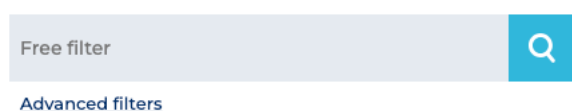
CATEGORIES

☐ 2023 NEW PRODUCTS ☐ Product category 123

ADD PRODUCT

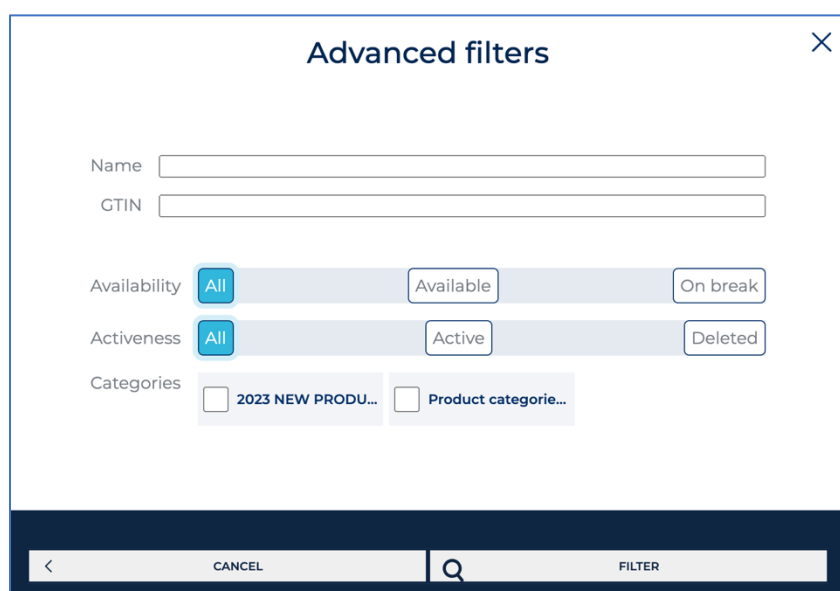
3.6 Edit and delete products

Editing product information is started from the MASTER DATA icon in the main menu. The side panel lists all the products stored in Golli based on the GTIN codes. Products can be searched for, for example based on the product name, by using the Free filter field.



A search bar with the text "Free filter" and a magnifying glass icon. Below it is a link labeled "Advanced filters".

Advanced filters allow you to select the products in the list based on availability, activeness or self-created categories.



A dialog box titled "Advanced filters" with a close button (X) in the top right corner. It contains the following fields and options:

- Name:
- GTIN:
- Availability: ☒ All, ☐ Available, ☐ On break
- Activeness: ☒ All, ☐ Active, ☐ Deleted
- Categories: ☐ 2023 NEW PRODU..., ☐ Product categorie...

At the bottom, there is a navigation bar with a back arrow, a "CANCEL" button, a magnifying glass icon, and a "FILTER" button.

Edit products

By clicking the product name, the product information will open in the right panel.

Product information can be edited in this view. The changes are saved by clicking the UPDATE PRODUCT button.

Remove and restore products

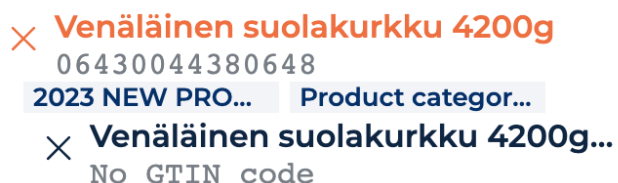
Search for the product you want to remove and open the product information. The Remove product- button is at the bottom of the product page.

If the base unit of the product is removed, all the sales units and pallets under the base unit are also removed.

Confirmation is needed before the product is removed.



In the product list removed products have the marking x in front of the product name. Removed products can be either hidden or displayed in the listing with advanced filtering.



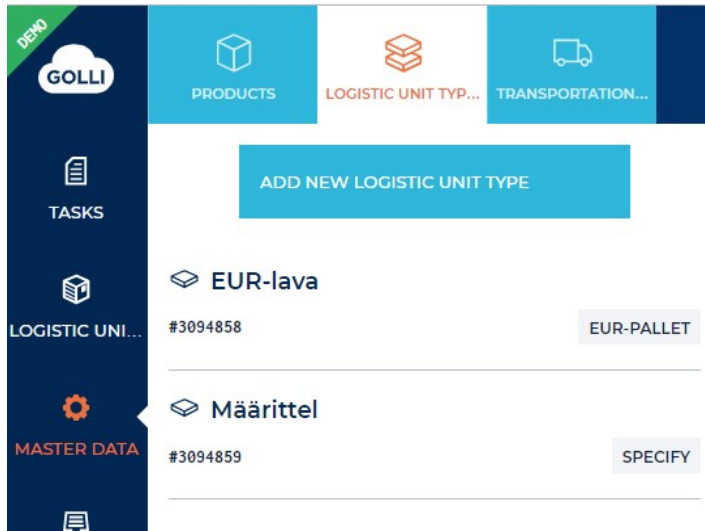
Removed products can also be restored to active status by clicking the Restore products button on the product page.


4 MASTER DATA: Logistic unit type

The logistic unit types are pre-stored transport platforms or packages. One of the logistic unit types is defined as the default pallet type.

4.4 Adding a new logistic unit type

Adding a new logistic unit type is started by clicking on ADD NEW LOGISTIC UNIT TYPE



 Add new logistic unit type i

Required fields marked with (*)

TYPE* i

Box >

NAME* i

WIDTH (M) i

LENGTH (M) i

HEIGHT (M) i

DEFAULT TYPE i

☐ Yes

ADD NEW LOGISTIC UNIT TYPE

TYPE- Select transport pallet/carton type. If you use cartons, enter your cartons' measures and speed up your picking processes.

NAME- Give name for transport pallet/carton type, e.g. Kesko carton box 1. The name is only for internal use.

WIDTH / DEPTH / HEIGHT (m) - Enter measures of pallet/carton in meters.

DEFAULT TYPE- Select if this is a default transport pallet/carton type.

Save by clicking ADD NEW LOGISTIC UNIT TYPE.

In the picking section, each logistic unit will be primarily assigned a logistic unit type predefined. If necessary, the logistic unit type used can be changed and the measurements of the logistic unit can be changed.

5 MASTER DATA: Transportation method

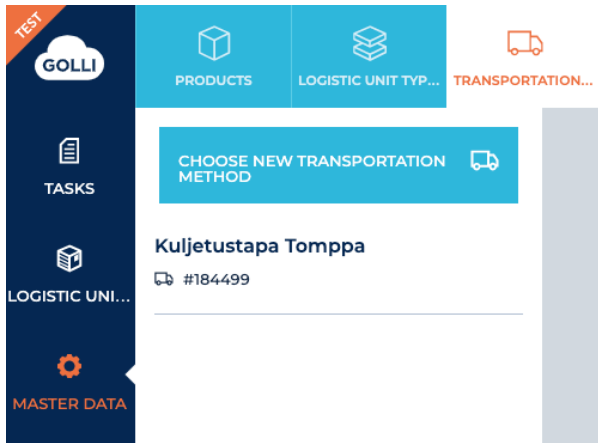
The transport methods are pre-stored information in the system, which includes the pick-up, delivery and transport instructions required for delivery. All the saved transport instructions can be easily added on the waybill.

[illegible]

You can create and save many transportation methods for different deliveries or different warehouses.

5.1 Adding a new transportation method

Start by clicking CHOOSE NEW TRANSPORTATION METHOD



Fill all the needed fields. Guides for entering data to individual fields can be found in the Golli system by clicking the info icon next to the field.

Edit transportation method

?× REMOVE

Required fields marked with (*)

TRANSPORTATION METHOD*

Transport 123

?

CUSTOMER NUMBER*

1233

?

CONTRACT NUMBER*

3212221

?

TRANSPORTER

Not Selected >

In the TRANSPORTER menu you can choose from companies to which it is possible to send an electronic transport order. In other cases, leave the option "Not selected" and enter the transporter or carrier information in the lower fields.

5.2 How to use transportation method

While handling the shipment, transportation method is chosen on SHIPMENT section.

The screenshot shows the SHIPMENT section of the GOLLI system. At the top, there is a navigation bar with icons. Below it, the CONSIGNEE information is displayed: Kespro Hakkila SK1, Tikkurilantie 5, 01380 Vantaa. The DELIVERY DATE is 28.12.2018. There is a link to PRINT picking list under DOCUMENTS. On the right, it shows 1 ORDER and 4 ATTACHED ORDER LINES. A button labeled CROSS DOCKING DELIVERY is present, along with a red warning message: Shipment can not be removed, because it includes acknowledged orders. Below this, there is a section titled CHOOSE TRANSPORTATION MODE with a button labeled Not Selected. The SHIPMENT SUMMARY section is highlighted in dark blue. It contains tabs for ORDERS (1), ORDER LINES, LOGISTIC UNITS, and INVOICES. Below the tabs, there is a table with columns ORDER NUMBER and STATUS. The first row shows ORDER NUMBER 4896779179 and STATUS IN THE ARCHIVE. There is a link to SHOW ATTACHED ORDER LINES and a note that there are 4 ROWS.

Click CHOOSE TRANSPORTATION MODE and choose the transportation method wanted. On the menu you can see all pre-stored transportation methods. If no transportation methods have been saved, the menu is hidden.

The pre-stored information opens on the page. At this point, the information can still be edited or fulfilled. When the shipment has been moved to picking section, transportation method can no longer be chosen or edited.

The screenshot shows the CHOOSE TRANSPORTATION MODE section of the GOLLI system. It is divided into two columns. The left column contains: CHOOSE TRANSPORTATION MODE with a button labeled Kuljetusliike A; FREIGHT CHARGES PAYER* with a button labeled Consignor; DELIVERY INSTRUCTIONS with a button labeled Toimitusohje löytyy tässä; and PICK UP INSTRUCTIONS with a button labeled Nouto-ohje löytyy tässä. The right column contains: TRANSPORT INSTRUCTIONS with a button labeled Kuljetusohje löytyy tässä; ADDITIONAL INSTRUCTIONS with a button labeled Lisäohje löytyy tässä; and CONTENT DESCRIPTION with a button labeled Sisällön kuvaus löytyy tässä. The GOLLI logo is at the bottom left.

6 TASKS: Orders – Shipments – Picking - Loading

Handling TASKS on the main menu.

There are four main sections in handling of orders:

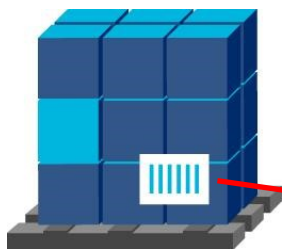
Orders – Shipments – Picking – Loading.

6.1 Handling of Distribution center delivery

In general, the products have to be packed on their own pallets. Packaging instructions must be verified by the customer.

After handling the distribution center delivery:

- Logistic labels have been attached on every pallet
- Despatch advice has been sent
- Waybill and delivery list can be printed



Orders

In the ORDERS section Click on the order which you want to start handling.

Start handling by clicking the button on the top right corner.



#000034129 WAITING FOR HANDLING

START HANDLING

BUYER

SOK

Testitie 1

00100 Helsinki

CONSIGNEE

SOK

Testitie 1

00100 Helsinki

ORDER DATE

07.01.2019

DELIVERY DATE

12.01.2019

RECEIVED

07.01.2019, 00:02

HANDLING DATE

-

DOCUMENTS

[Print order list](#)

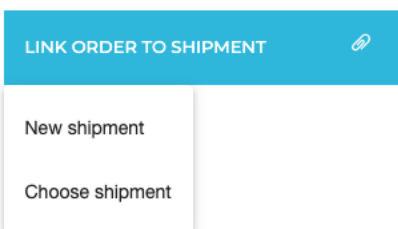
ORDER LINES

SHIPMENTS

DISTRIBUTION CENTER DELIVERY

ORDERED QUANTITY	SHIPMENT QUANTITY	PICK QUANTITY
<div>06400000040015</div> <div>Olut 0,33L 4,5%</div> <div>3200 pce</div>	<div>No linked shipment</div> <div>3200 pce</div> <div>VAT 24%</div>	<div>Olut 0,33L 4,5%, LAVA 16x50plo</div> <div>4 pce</div>
<div>06400000040039</div> <div>Olut IPA</div> <div>4000 pce</div>	<div>No linked shipment</div> <div>4000 pce</div> <div>VAT 24%</div>	<div>Olut IPA, LAVA 20x40plo</div> <div>5 pce</div>

Creating a shipment starts with the button LINK ORDER TO SHIPMENT.



There are two options to choose from:

- New shipment, which automatically creates a shipment
- Choose shipment, that allows you to select a shipment. In the new window, the order is attached to a new shipment or an existing shipment. If necessary, you can also select the products you want to deliver.

Shipment day comes from the order. It should not be changed unless it is approved by buyer.

Link order to shipment

CHOOSE NEW OR EXISTING SHIPMENT



12.01.2019



New shipment

CHOOSE LINKED ORDER ROWS

TO SHIPMENT



06400000040015
Olut 0,33L 4,5%

3200 pce



06400000040039
Olut IPA

4000 pce



New shipment
12.01.2019

2/2 rows

SELECT ALL

REMOVE SELECTED

CANCEL

LINK ORDER TO SHIPMENT

Click LINK ORDER TO SHIPMENT

You can edit the picking level using the MODIFY button.

The screenshot shows the SOK system interface. At the top, there's a header with 'SOK' and a status bar indicating '#000034129 IN HANDLING'. A button labeled 'FINISH HANDLING AND SEND ORDER CONFIRMATION' is visible in the top right. The main area is divided into sections for order details and a table of order lines.

Order Details:

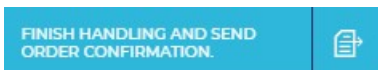
- BUYER:** SOK, Testitie 1, 00100 Helsinki
- CONSIGNEE:** SOK, Testitie 1, 00100 Helsinki
- ORDER DATE:** 07.01.2019
- DELIVERY DATE:** 12.01.2019
- RECEIVED:** 07.01.2019, 00:02
- HANDLING DATE:** -
- DOCUMENTS:** [Print order list](#)

Order Lines Table:

ORDERED QUANTITY	SHIPMENT QUANTITY	PICK QUANTITY	
00400000040013 Olut 0,33L 4,5% 3200 pce	12.01.2019 3044517 3200 pce VAT 24%	Olut 0,33L 4,5%, LAVA 16x50plo 4 pce	MODIFY
00400000040039 Olut IPA 4000 pce	12.01.2019 3044517 4000 pce VAT 24%	Olut IPA, LAVA 20x40plo 5 pce	MODIFY

Now the order row shows in which shipment order is attached.

Click FINISH HANDLING AND SEND ORDER CONFIRMATION.



Once the order is processed and the order confirmation sent, the order can no longer be edited.

Shipments

Order is now moved to Shipments section

By clicking on the shipment number, you can proceed to the shipment section to proceed with the delivery.

</

choose right shipment from shipments section

ORDERS 30

SHIPMENTS 1

PICKING 0

LOADING 0

SOK

#3044517

SOK

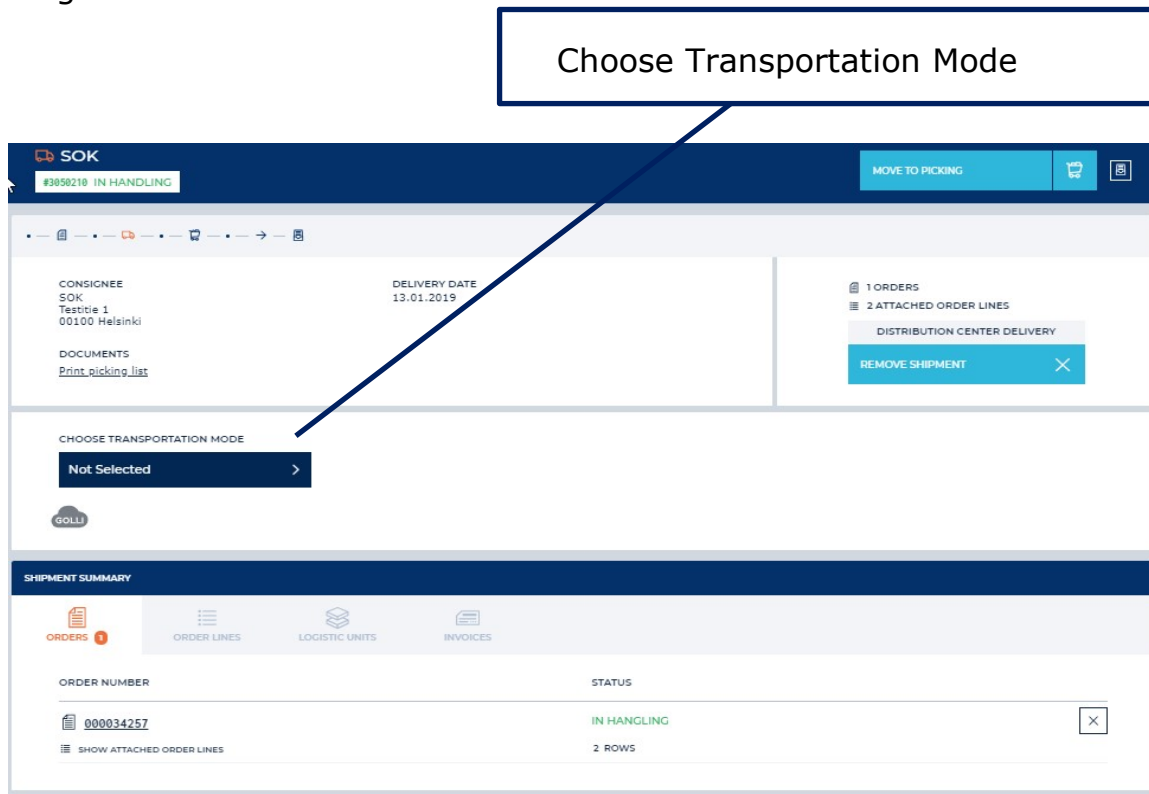
4 ROWS

DISTRIBUTION CENTER DELIVERY

12.01.2019

IN HANDLING

The necessary shipping instructions are given in the SHIPMENT section. Instructions for the shipping method are pre-stored. If necessary, they can be modified at this stage.



Now the shipment can be moved to picking by clicking MOVE TO PICKING.



Users that have the role Order picker will begin handling the shipment in this section by clicking the START PICKING button.



Picking

Picking can be done on both ORDER ROWS and LOGISTIC UNITS tabs.

In ORDER ROWS tab picking is started by clicking PICK AS A LOGISTIC UNIT or PICK TO A NEW LOGISTIC UNIT

Finish by clicking PICK AS A LOGISTIC UNIT or PICK TO A NEW LOGISTIC UNIT.

Give the quantity and information required for picking.

In LOGITIC UNITS tab picking is started by clicking ADD LOGISTIC UNIT

06400001098763
GSI Herkkuleipä lava 50x4

PICKED ALREADY 0/3 PCE

PICK QUANTITY (PCE)*
3

PICK AS LOGISTIC UNITS

If pallet has a SSCC-code, scan it with barcode reader

BEST BEFORE*

CHOOSE ANOTHER PRODUCT

Information required for picking is given in
MASTER DATA.

SSCC 100376750000157828

PRINT LOGISTIC LABEL REMOVE LOGISTIC UNIT

ADD NEW PRODUCT

PLATFORM TYPE*
1/2EUR-lav

GROSS WEIGHT (KG)

WIDTH (M)
0,6

LENGTH (M)
0,8

HEIGHT (M)

GOLLI

Add products by clicking ADD NEW PRODUCT

The screenshot shows the 'NEW PRODUCT' tab selected in the top navigation bar. Below the navigation bar, there is a header section with 'PRODUCT' and a 'PICKED' dropdown menu. The main area contains two product entries, each with a barcode, a description, a quantity, and a 'PICK PRODUCT' button.

PRODUCT	PICKED
06400000040022 Olut 0,33L 4,5%, LTK 16plo	0 / 200 pce
06400000040046 Olut IPA, LTK 20plo	0 / 200 pce

Choose PICK PRODUCT and give quantity and information required for picking.

LOGISTIC UNITS tab shows all picked units

Similar logistic units can be copied

The screenshot shows the 'LOGISTIC UNITS' tab selected in the top navigation bar. Below the navigation bar, there is a header section with 'ADD LOGISTIC UNIT', 'PRINT LOGISTIC LABELS', and 'REMOVE LOGISTIC UNITS'. The main area contains a list of five logistic units, each with a radio button, a barcode, a description, a weight, and a 'COPY' button.

ADD LOGISTIC UNIT	PRINT LOGISTIC LABELS	REMOVE LOGISTIC UNITS
<input type="radio"/> 164000000900000734 Olut IPA, LTK 20plo 40 pce	616 kg	<input type="button" value="COPY"/> <input type="button" value="PRINT"/> <input type="button" value="X"/>
<input type="radio"/> 164000000900000727 Olut IPA, LTK 20plo 40 pce	616 kg	<input type="button" value="COPY"/> <input type="button" value="PRINT"/> <input type="button" value="X"/>
<input type="radio"/> 164000000900000710 Olut IPA, LTK 20plo 40 pce	616 kg	<input type="button" value="COPY"/> <input type="button" value="PRINT"/> <input type="button" value="X"/>
<input type="radio"/> 164000000900000703 Olut IPA, LTK 20plo 40 pce	616 kg	<input type="button" value="COPY"/> <input type="button" value="PRINT"/> <input type="button" value="X"/>
<input type="radio"/> 164000000900000697 Olut IPA, LTK 20plo 40 pce	616 kg	<input type="button" value="COPY"/> <input type="button" value="PRINT"/> <input type="button" value="X"/>

☐

164000000900000741

0 Products

Missing logistic unit information

The red note text indicates that the logistic unit lacks the necessary information. Clicking on the SSCC code of the logistic unit will allow you to add the missing information.

When all products are picked logistic labels can be printed by clicking "PRINT LOGISTIC LABELS"

ORDER ROWS 2

LOGISTIC UNITS 1

ADD LOGISTIC UNIT

PRINT LOGISTIC LABELS

REMOVE LOGISTIC UNITS

<input type="radio"/>	164000000900000772 Olut 0,33L 4,5%, LTK 16plo 50 pce	486 kg	
<input type="radio"/>	164000000900000765 Olut 0,33L 4,5%, LTK 16plo 50 pce	486 kg	
<input type="radio"/>	164000000900000758 Olut 0,33L 4,5%, LTK 16plo 50 pce	486 kg	
<input type="radio"/>	164000000900000741 Olut 0,33L 4,5%, LTK 16plo 50 pce	486 kg	
<input type="radio"/>	164000000900000734 Olut IPA, LTK 20plo 40 pce	616 kg	
<input type="radio"/>	164000000900000727		

If necessary separate logistic labels can be printed here

When picking is done, and labels printed, the shipment can be moved to loading by clicking MOVE TO LOADING

MOVE TO LOADING

Loading

If necessary shipment can be moved back to picking.

Recheck shipment content.
If you want to make changes move back to picking.

< MOVE BACK TO PICKING

Start loading by clicking START LOADING

START LOADING
SEND DESPATCH ADVICE AND
TRANSPORT ORDER



Confirm by clicking "Send despatch advice and transport order"

Send despatch advice and transport order

Despatch advice and transport order will also be send with these details.

Cancel

Send despatch advice and
transport order

Shipment is now ready and the waybill and delivery list can be printed.

Finish loading and archive order by clicking FINISH LOADING AND ARCHIVE THE ORDER

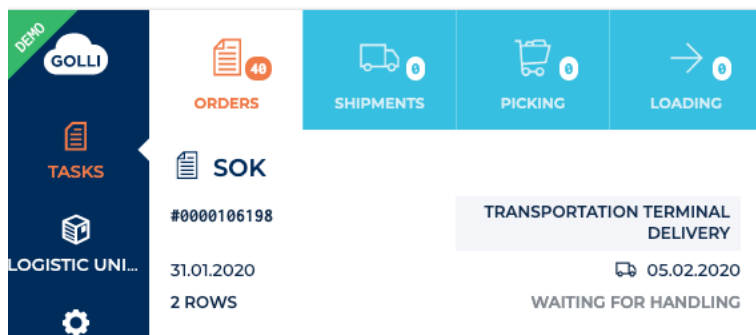
FINISH LOADING AND ARCHIVE
THE ORDER



6.2 Handling of Transportation terminal delivery

Orders

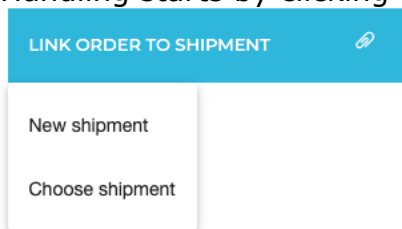
Go to the TASKS on the main menu. In the ORDERS section Click on order which you want start handling.



Start handling by clicking the button on the top right corner.



Handling starts by clicking the button LINK ORDER TO SHIPMENT.



There are two options to choose from:

- New shipment, which automatically creates a shipment
- Choose shipment that allows you to select a shipment. In the new window, the order is attached to a new shipment or an existing shipment. If necessary, you can also select the products you want to deliver.

BUYER
SOK
Testitie 1
00100 Helsinki

CONSIGNEE
SOK
Testitie 1
00100 Helsinki

ORDER DATE
21.10.2019

DELIVERY DATE
26.10.2019

RECEIVED
21.10.2019, 00:03

HANDLING DATE
-

DOCUMENTS
[Print order list](#)

ORDER LINES
SHIPMENTS

DISTRIBUTION CENTER DELIVERY

LINK ORDER TO SHIPMENT

Shipment day comes from the order. It should not be changed unless it is approved by buyer.

Link order to shipment

CHOOSE NEW OR EXISTING SHIPMENT

12.01.2019 New shipment

CHOOSE LINKED ORDER ROWS

TO SHIPMENT
<input checked="" type="checkbox"/> 06400000040015 Olut 0,33L 4,5% 3200 pce
<input checked="" type="checkbox"/> 06400000040019 Olut IPA 4000 pce

Click again LINK ORDER TO SHIPMENT

New shipment
12.01.2019

2/2 rows

SELECT ALL REMOVE SELECTED CANCEL

LINK ORDER TO SHIPMENT

Then click FINISH HANDLING AND SEND ORDER CONFIRMATION

FINISH HANDLING AND SEND ORDER CONFIRMATION

Once the order is processed and the order confirmation sent.

Shipments

Order is now moved to the Shipments section.



Now shipment can be moved to picking by clicking MOVE TO PICKING.



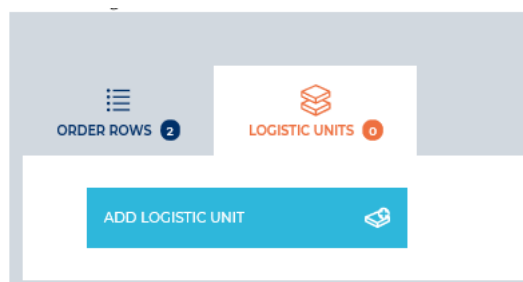
Users that have the role Order picker will begin handling the shipment in this section by clicking the START PICKING button.



Picking

Picking can be done on both ORDER ROWS and LOGISTIC UNITS tabs. In Transportation terminal delivery it is recommended to make picking from LOGISTIC UNITS tab.

Click ADD LOGISTIC UNIT



In the new window the Platform type can be changed (if there are several logistical units in Master data, e.g. several size boxes). If the platform is correct, you can add products to the logistic unit by clicking ADD NEW PRODUCT.

Pick product from the list by clicking button +PICK PRODUCT

Give the amount on the quantity (pce), on the right up corner you see how many are ordered (and picked already), confirm by clicking PICK PRODUCT INTO LOGISTIC UNIT.

A new product can be added in the same box (logistic unit), if it fits in the same box, by clicking ADD NEW PRODUCT and add the second product. This can repeated as long as there is ordered products and if products fit in the same box.

If products don't fit in the same box, a new logistical unit has to be made by clicking ADD LOGISTIC UNIT on LOGISTIC UNITS tab.

In LOGISTIC UNITS all logistical units which have been created can be seen. If it shows "Missing logistical unit information", this usually means that the height and/or weight are missing.

ORDER ROWS 2

LOGISTIC UNITS 1

ADD LOGISTIC UNIT

PRINT LOGISTIC LABELS

164000150000099203

2 Products

Citymarket Pirkkala

Missing logistic unit information

Click the number again and give the missing information. Golli will automatically save the data (green Golli cloud in the end of the row).

PLATFORM TYPE*	GROSS WEIGHT (KG)	WIDTH (M)	LENGTH (M)	HEIGHT (M)	
EUR-lava	29.16	0.8	1.2	1.2	

Now print the logistic labels in the LOGISTIC UNIT tab. If there are several logistical units, those can be printed at the same time by clicking PRINT LOGISTIC LABELS:

ORDER ROWS 2

LOGISTIC UNITS 1

ADD LOGISTIC UNIT

PRINT LOGISTIC LABELS

REMOVE LOGISTIC UNITS

164000150000098961

Olut 0,33L 4,5%, LTK16plo 3 pce

29.16 kg

Copy

Sale Pirkkala

Or by logistical unit on the small printer button in the end of the row.

When all the products have been picked they appear on a new tab. Check on the ORDER ROWS tab, that all products are green (= picked as much as ordered, orange = picked less than ordered, black= not picked yet).

ORDER ROWS 2

LOGISTIC UNITS 1

PRODUCT PICKED

Olut 0,33L 4,5%, LAVA 16x50plo 0.06 / 0.06 pce

Sale Pirkkala

SHOW LOGISTIC UNIT DISTRIBUTION

Olut IPA, LAVA 20x40plo 0.075 / 0.075 pce

Sale Pirkkala

SHOW LOGISTIC UNIT DISTRIBUTION

Move to the loading by clicking the upper right corner button MOVE TO LOADING.



Loading

Start loading by clicking START LOADING SEND DESPATCH ADVICE AND TRANSPORT ORDER. Confirm by clicking "Send despatch advice and transport order".

SOK

#195216 WAITING FOR LOADING

Recheck shipment content.
If you want to make changes move back to picking.

MOVE BACK TO PICKING

START LOADING
SEND DESPATCH ADVICE AND
TRANSPORT ORDER

CONSIGNEE
SOK
Testitie 1
00100 Helsinki

DOCUMENTS
[Print picking list](#)

TRANSPORTATION
No selected transport

Send despatch advice and transport order

Despatch advice and transport order will also be send with these details.

Cancel

Send despatch advice and transport order

ORDER
ATTACHED ORDER LINES
TRANSPORTATION TERMINAL DELIVERY

Finish loading and archive order by clicking FINISH LOADING AND ARCHIVE THE ORDER.

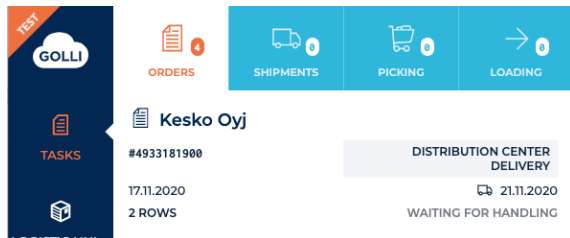
Now the order and shipment is moved to ARCHIVE and removed from TASKS in the main menu.

Repeat this as long there are orders on the Tasks menu.

6.3 Handling of Cross Docking delivery

Orders

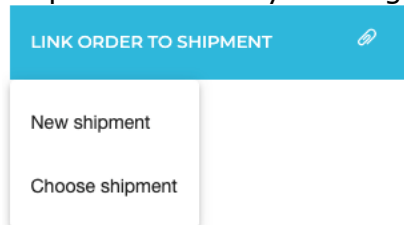
Go to the TASKS on the main menu. On the ORDERS section Click on order which you want start handling.



Start handling by clicking button on the right top corner.



Shipment starts by clicking button LINK ORDER TO SHIPMENT.



There are two options to choose from:

- New shipment, which automatically creates a shipment
- Choose shipment that allows you to select a shipment. In the new window, the order is attached to a new shipment or an existing shipment. If necessary, you can also select the products you want to deliver.

Shipment day comes from the order. It should not be changed unless it is approved by the buyer.

Then click FINISH HANDLING AND SEND ORDER CONFIRMATION.



Shipments

On Shipments-section you can give transport instructions. If you have a Transportation method(s) saved in Master data, you can choose one here.
(See paragraph:5 MASTER DATA: Transportation method)

Kesko Oyj

#230237 IN HANDLING

MOVE TO PICKING

CONSIGNEE

RK Hakila KV 2

Kyytitie 31

01380 Vantaa

DELIVERY DATE

21.11.2020

DOCUMENTS

[Print picking list](#)

1 ORDERS

2 ATTACHED ORDER LINES

DISTRIBUTION CENTER DELIVERY

Shipment can not be removed, because it includes acknowledged orders

CHOOSE TRANSPORTATION MODE

Not Selected >

GOLLI

If needed, you can add more information on instruction fields.

Now shipment can be moved to picking by clicking MOVE TO PICKING and START PICKING



Users that have role Order picker will begin handling the shipment in this section by clicking the START PICKING button.

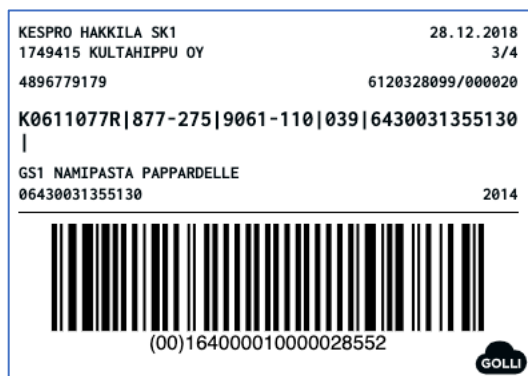


Picking

The order is now moved to the Picking section.

In cross docking-deliveries pickings is often done in two steps:

1. The products are collected from warehouse to packing area
2. Each delivery package (case-unit) is provided with an Outer package label (picture below) witch includes e.g. customer details. Units are packed on one or more pallets.



The ORDER ROWS tab is well suited for the first step. Ordered quantities are displayed as product-specific totals.

The screenshot shows the Kesko Oyj picking interface. At the top, there's a header with the Kesko Oyj logo, a menu icon, a status bar showing "#177224 IN PICKING", and buttons for "MOVE TO LOADING", a right arrow, and a close icon. Below the header, there's a sub-header with "PRINT PICKING LIST". The main interface has two tabs: "ORDER ROWS" (active, with a count of 4) and "LOGISTIC UNITS" (with a count of 1). The "ORDER ROWS" tab displays a table with columns "PRODUCT" and "PICKED". The table lists three products: "GSI namipasta Fettuccine 3kg" (0/4 pce, 1 end customer), "GSI namipasta Linguine 3kg" (0/10 pce, 2 end customers), and "GSI namipasta Tagliatelle 3 kg" (0/4 pce, 1 end customer). Each product row has a button labeled "PICK TO A NEW LOGISTIC UNIT".

Once the products have been collected in the packing area, the packaging of the products on pallets or boxes begins. At the same time, the delivery is processed in Golli.

Packing can be started on LOGISTIC UNITS tab. Click button ADD LOGISTIC UNIT:

The screenshot shows the "LOGISTIC UNITS" tab in the interface. The "ORDER ROWS" tab is also visible with a count of 4. The "LOGISTIC UNITS" tab has a count of 1. A blue button labeled "ADD LOGISTIC UNIT" with a box icon is highlighted with a red rectangle.

Platform type can be changed if needed. Golli uses automatically the type that is defined as default on master data.

Start picking by clicking ADD NEW PRODUCT.

Add products in the new window.

If all products are delivered in full amount and the products fit on same pallet, the picking can be done at once with the PICK LINES COMPLETELY button.

Alternatively, each product can be picked in full amount with PICK AS ORDERED.

The PICK PRODUCT button should be used if you want to pick less than ordered quantity.

Once all lines have been picked, you can go back to LOGISTIC UNIT tab. Check that the Platform type is correct. Width and length are the measures you have defined on master data. Height should be given separately.

When picking is completed, you can print the labels:

- OUTER PACKAGE LABELS on every case unit
- LOGISTIC LABEL on every pallet, one on the short side of the pallet and one on wide side

If all the product didn't fit on same pallet, you should go back to LOGISTIC UNITS tab. Again, start with ADD LOGISTIC UNIT button.

When the shipment is complete for picking, the labels are printed and attached, the delivery is moved to the loading by clicking the MOVE TO LOADING button.



Loading

From loading section you can still go back to picking by MOVE BACK TO PICKING button.

START LOADING button sends despatch advice to the buyer.



Sending is confirmed by clicking Send despatch advice and transport order. Notice that after that the delivery can no longer be handled or changed.

Finally all the needed documents can be printed and attached on pallets.

- Delivery list
- Difference list (Notice that difference list must be printed if one or more product can't be delivered on full amount.)
- Waybill, if needed

Shipment should be archived when the despatch advice has been sent and the delivery leaves the warehouse. Archiving is done by clicking the FINISH LOADING AND ARCHIVE THE ORDER button.



7 INVOICING

If you want to start sending invoices from Golli, you must contact GS1 Customer service so the invoicing can be switched on.

In the Golli service, company's basic information must be filled:

- Address, phone number and email
- Account number in IBAN format and BIC- code
- VAT number and country code

7.1 Create an invoice

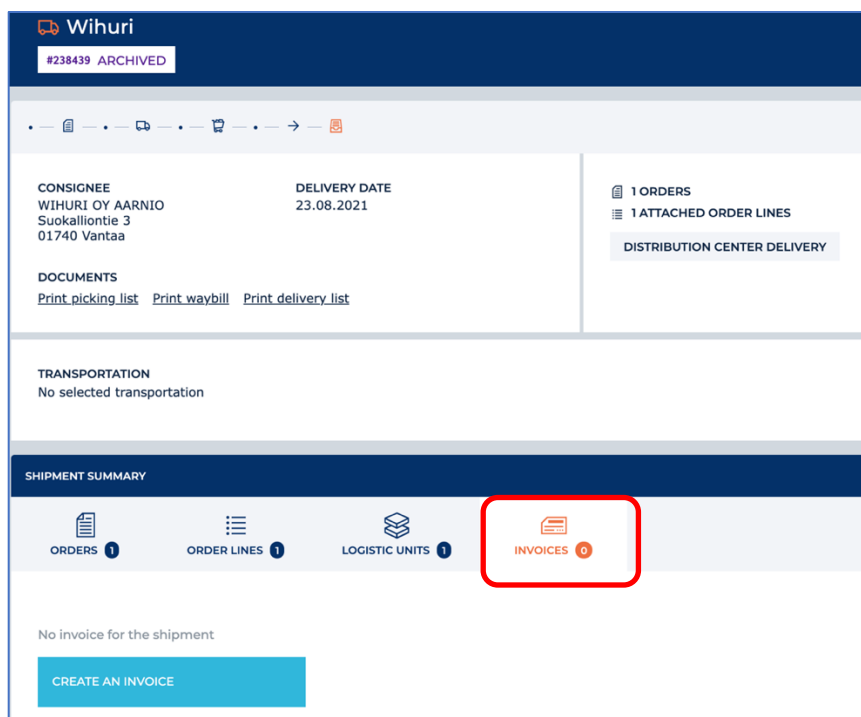
The invoice is created based on the already archived delivery information.

The picking process must be done first.

After sending the despatch advice, click the button
FINISH LOADING AND ARCHIVE THE ORDER

FINISH LOADING AND ARCHIVE
THE ORDER

In the Section shipment summary, choose tab INVOICES and click CREATE AN INVOICE



Golli creates an invoice template.

In the Invoice information section, payment time has to be filled as well as any discount information, if necessary. The due date will be filled in automatically when payment time is given.

Note! When invoice information has been filled once, Golli uses same information on next invoices for same customer.

INVOICE INFORMATION		
INVOICE NUMBER #1000000018	TODO VIITENUMERO RF1810000000184	DUE DATE 27.11.2021
INVOICE DATE 28.10.2021	PENALTY INTEREST 0 %	CASH DISCOUNT -
PAYMENT TIME 30	CASH DISCOUNT%	CASH DISCOUNT, DAYS -
ADDITIONAL INFORMATION -		
SUMMARY		
		Note! Information changes according to content
TAXLESS PRICE		436.8 €
TAX AMOUNT		61.15 €
TOTAL AMOUNT		497.95 €

Golli provides the total amount of the invoice, after the prices are given on invoice rows.

The prices and VAT rate for each product must be added to the lines of the invoice, if they were not included in the order.

ORDER ID #4933181101	ROW NUMBER 2	GTIN NUMBER 06430044381492
PRODUCT NAME Venäläinen suolakurkku 840g/430g	QUANTITY* 192	UNIT pce
UNIT PRICE WITHOUT VAT*	VAT RATE*	DISCOUNT PERCENTAGE
1.525	14	
PRICE WITHOUT VAT		292.8 EUR
DISCOUNT		0 EUR
TOTAL AMOUNT		292.8 EUR

When all the necessary information for the invoice has been added, the finished invoice can be viewed in PDF format.

The PDF invoice can be printed or saved for further processing and accounting.

Invoice is sent and achieved from the
ARCHIVE INVOICE button.

1000000027

OPEN

ARCHIVE INVOICE

DOWNLOAD PDF

CANCEL

BILLER INFORMATION

NAME
DEMO-Yritys Oy

BUSINESS CODE
1034816-6

MODIFY

7.2 Create credit note

Finding the right invoice:

1. ARCHIVE section on SHIPMENTS tab by searching with the correct order number
2. ARCHIVE section on INVOICES tab by searching with the order number or invoice number

SHIPMENTS

When the right shipment has been found, the sent invoice can be found in shipment summary, Invoices tab.

The screenshot shows the GOLLI Wihuri system interface. The top navigation bar includes tabs for ORDERS, SHIPMENTS, and INVOICES. The INVOICES tab is active, showing a list of invoices for Wihuri. The main area displays details for invoice #307412, including transportation, freight charges, and delivery instructions. The SHIPMENT SUMMARY section at the bottom shows a red box around the INVOICES tab, indicating the next step in the process.

Start by clicking the CREATE CREDIT NOTE button.

If you want to use your own reference and invoice numbers, they must be filled in in the section invoice information. Click the MODIFY button, fill in the needed fields and save.

The invoice will be sent and archived by clicking the ARCHIVE CREDIT NOTE button.



INVOICES

Creating a credit note can be started also on INVOICES tab. The right invoice is chosen from the list. Start by clicking the button CREATE CREDIT NOTE. The invoice can be created and sent as described in the previous chapter.

7.3 Incorrect invoice

If the sent invoice needs to be corrected, a credit note is first made from the original invoice, after which a new invoice is sent with the corrected information. There are instructions for sending a credit note in section 7.2 Create credit note.

Once the credit note has been sent and archived, a new invoice with corrected information can be sent if necessary. The creation of a new invoice is started in the SHIPMENTS section of the ARCHIVE by selecting the desired delivery. Under SHIPMENT SUMMARY, on the INVOICES tab, previously issued invoices are displayed: the original invoice and the credit note. Creating a new invoice is started with the CREATE INVOICE button.

Necessary corrections are made to the lines of the invoice. If you want to use your own reference and invoice numbers, they must be filled in in the invoice information section. Click the MODIFY button, fill in the needed fields and save.

A completed invoice will be sent and archived by clicking the ARCHIVE INVOICE button.

7.4 Add a row to the invoice

On the bottom of the invoice page, you can find the button ADD A ROW TO THE INVOICE

ADD A ROW TO THE INVOICE



In the new window information can be filled in and saved. This function can be used when you want to add to the invoice for example:

- returnable and recyclable bottles with deposit
- returnable shipping assets (i.e.. pallets) with deposit
- billing or delivery fees

The use of additional rows requires a policy agreed separately with the buyer.

Add a row to the invoice

PRODUCT GTIN*

TITLE*

QUANTITY*

UNIT*

UNIT PRICE WITHOUT VAT*

VAT RATE*

DISCOUNT PERCENTAGE

CANCEL

ADD A ROW TO THE INVOICE

- PRODUCT GTIN - GTIN -code with 14 digits
- TITLE -The name of the item that will be shown on the invoice
- QUANTITY – the quantity of items in the units of the drop-down menu
- UNIT PRICE WITHOUT VAT
- VAT RATE
- DISCOUNT PERCENTAGE, if needed

Fill in the fields and click ADD A ROW TO THE INVOICE.

ADD A ROW TO THE INVOICE